



USER'S GUIDE TO THE HERNDON ZONING ORDINANCE

26. Zoning Inspection and Zoning Appropriateness Permits

(See Zoning Ordinance §78-202.9, Zoning Inspection Permits, and §78-202.10, Zoning Appropriateness Permits)

The Town of Herndon Zoning Ordinance User Guide series provides the public with general information on land use regulations affecting activities undertaken by the public and administered by the Herndon Department of Community Development. It is not intended to be a complete statement of all applicable regulations. Individuals are encouraged to contact the Department of Community Development at 703-787-7380 for complete permitting requirements.

What is the purpose of requiring a Zoning Inspection Permit or Zoning Appropriateness Permit?

Zoning Inspection Permits and Zoning Appropriateness Permits are issued for land uses. They are required prior to occupancy of premises to ensure that the uses specified in the applications are compatible with the zoning designation of the land on which the uses are located. They also ensure that neighboring properties are not adversely affected by a non-permitted use.

Who determines the land uses for each zoning district?

Each parcel of land within the Town has been given a zoning district designation. The districts are detailed in Article III of the Zoning Ordinance. In each district, certain uses may occur and they fall into three categories: permitted, accessory or temporary. See Article IV of the Zoning Ordinance for detailed descriptions of the uses and to view tables specifying which uses are allowed in each district.

What are the differences between a Zoning Inspection Permit and a Zoning Appropriateness Permit ?

An application for a Zoning Inspection Permit is required for all home-based businesses, temporary uses for which a temporary use permit is required, and bed and breakfast establishments. A detail explanation can be found in §78-202.9 of the Zoning Ordinance. A Zoning Inspection Permit requires an on-site inspection by a Zoning Inspector prior to its approval.

Zoning Appropriateness Permits do not require an inspection. The application will be reviewed by the Zoning Administrator. Zoning Appropriateness Permits are required for all new commercial businesses, relocated businesses and renamed businesses and prior to the installation of an accessory food preparation area in any residential structure.

What are the requirements for obtaining a Zoning Inspection Permit or Zoning Appropriateness Permit?

- Check with the Zoning Administrator to be sure that the use is permitted.
- Complete and submit an application.
- Submit proof that real estate taxes have been paid.
- If any construction or building alterations occurred, submit proof that all building inspections have been conducted and approved

Some uses requiring the issuance of a Zoning Inspection Permit will require additional information, such as temporary uses, as noted in §78-202.6(c)(6) of the Zoning Ordinance.

Who is responsible for obtaining the required information and providing it to the Town?

The land owner or manager of a project must provide the required information for the Zoning Inspection Permit.

The tenant/lessee should discuss the requirements for obtaining a Zoning Appropriateness Permit with the leasing agent or owner of the building, as oftentimes, the lessee will not know if the taxes have been paid or if building inspections have been approved. Failure to obtain this information may result in denial of the application.

Are any fees required to obtain a Zoning Inspection Permit or

Zoning Appropriateness Permit?

There is no fee for a Zoning Appropriateness Permit. There is an application and inspection fee of \$25 for the Zoning Inspection Permit and each inspection associated with the Zoning Inspection Permit.

How long are the Zoning Inspection Permits and the Zoning Appropriateness Permits valid?

As long as the use continues as originally approved, is in compliance with all provisions of the Town Code, and remains at the designated location, the permit is valid. ***A Zoning Appropriateness Permit expires after six months if the establishment has not opened to the public or the associated business license has not been issued.***

Need more information?

Have a question regarding the application process for Zoning Inspections or Zoning Appropriateness Permits? Call or make an appointment to see a member of staff in the **Department of Community Development at 703-787-7380**.

Have a question regarding building permits or construction codes? Call or make an appointment to see the **Building Official at 703-435-6850**.

Visit the Town of Herndon on the web at www.herndon-va.gov for the Zoning Ordinance User Guide series or to access the Town Code. Town offices are located at the Herndon Municipal Center at 777 Lynn Street, Herndon, Virginia, 20170.

User's Guide to the Zoning Ordinance Series

1. Neighborhood Meetings and Public Participation in the Planning and Zoning Process
2. Zoning Map Amendments
3. Signs
4. Special Exceptions
5. Site Plan Review Procedures
6. Single Lot Development
7. Chesapeake Bay Provisions
8. Traffic Impact Studies
9. Subdivision Site Plans
10. Unified Commercial Subdivisions
11. Performance Guarantees
12. Heritage Preservation Regulations
13. Board of Zoning Appeals
14. Conducting a Business in the Home
15. Fences
16. Accessory Structures
17. Summary of Permitted and Allowed Uses in the Zoning Districts
18. Summary of Dimensional Standards in the Zoning Districts
19. Commercial Vehicle Parking in Residential Districts
20. Parking on Lots with Single Family Detached Dwellings
21. Landscape and Buffer Requirements
22. Explanation of Variances, Waivers, Adjustments, and Exceptions
23. Fee Schedule
24. Temporary Use Permits, Special Events
25. Day Care, Child Care, Preschool and Home Day Care
26. Zoning Inspection and Zoning Appropriateness Permits
27. Written (Mailed) Notification to Adjacent Property Owners for Scheduled Public Hearings
28. Refuse Collection on Private Property
29. Exterior Lighting Standards

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Enriching the Quality of Life and Promoting a Sense of Community

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| 30. Vacating a Street Right-of-Way | 35. Roll off dumpsters |
| 31. Portable Storage Units | 36. Bed and Breakfast Establishments |
| 32. Building Location Surveys | |
| 33. Water Quality Impact Assessments | |
| 34. Chesapeake Bay Provisions for Homeowners:
Step by Step Approval Process for Single
Family Detached and Duplex Dwellings | |